



# PURCHASE ORDER

**PO Number: 303-1-1138**

*Requisition Number: 303-1-02634*

**Order Date: 8/26/2021**

**Released**

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,  
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

**IF INVOICE IS MAILED, DELAYS MAY OCCUR.**

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

## Delivery Location

John H. Winters Building  
701 W. 51st Street  
Attn: Pete Garcia  
Austin, TX 78751

**Show numbers on all papers and packages**

## Referenced Source or Vendor

17419760511  
Workquest / Austin Task Inc.  
1011 East 53 1/2 Street  
Austin, TX 78751  
Abby Monk  
Phone: 512-451-8145, Fax: 512-637-7465  
amonk@tibh.org

Description	<p>Custodial Labor to Remove Trash and Recyclables at JHW 5w Section A, B, C &amp; D.</p> <p>Price Per Attached Quote Dated 08/17/2021.</p> <p>TFC Contact: Pete Garcia 512-463-3555</p> <p>TIBH: § 2155.441. PREFERENCE FOR PRODUCTS OF PERSONS WITH MENTAL RETARDATION OR PHYSICAL DISABILITIES.</p> <p>(a) The products of workshops, organizations, or corporations whose primary purpose is training and employing individuals having mental retardation or a physical disability shall be given preference if they meet state specifications regarding quantity, quality, delivery, life cycle costs, and price.</p> <p>(b) The workshops, organizations, or corporations shall test the products to the extent necessary to ensure quality in accordance with Section 2155.069 and may enter into contracts with a private or public entity to assist with testing.</p> <p>(c) The commission is not required to purchase products under this section that do not meet formal state specifications developed by the commission or meet commercial specifications approved by the commission.</p> <p>Work Inspection:</p>
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Services performed under this agreement are not considered complete for purposes of payment until TFC, or its authorized designee, inspects and accepts the work performed by the vendor.

## Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Custodial labor for trash and recyclables removal from JHW 5w, Section A, B, C & D.						
HHS tenant request and approval. 12 hrs. x \$25/ hour = \$300.00						
Provide all labor, tools, materials and equipment necessary to remove trash and recyclables as per attached quote dated 08/17/2021.	1	Job	\$300.00	8/20/2021	8/31/2021	\$300.00
<b>NIGP Class:</b> 962 <b>NIGP Item:</b> 69 <b>Object Class:</b> 277 <b>Reimbursement Type:</b> Reimbursable <b>Notes:</b> Chargeable to Agency 529						
<b>Grand Total</b>						<b>\$300.00</b>

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

<b>Agency</b>	TFC
<b>Fiscal Year</b>	2021
<b>Division</b>	Facilities Management and Operations
<b>Program</b>	Property Services
<b>Phone</b>	5124633566
<b>Org Code</b>	0453 - Custodial - Austin Contracts
<b>Type of Purchase/PCC Code</b>	' ' Exempt with Specific Legal Cite
<b>Work Order Number</b>	774585

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

### Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable ) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

**FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.**

**TEXAS FACILITIES COMMISSION INTERNAL PURCHASING**

PURCHASER: \_\_\_\_\_

Jordan, Michelle - CTCD,

**(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)**

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)